

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

CONFISCATION DETAIL

PROPERTY/EVIDENCE UNIT: CONFISCATION DETAIL

STANDARD OPERATING PROCEDURES: S.O.P. # 13

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City of Miami Police Department
STANDARD OPERATING PROCEDURES



CONFISCATION DETAIL

CONFISCATION DETAIL ORGANIZATIONAL CHART



City of Miami



DANIEL J. ALFONSO
City Manager

PROPERTY AND EVIDENCE UNIT: CONFISCATION DETAIL

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MISSION, GOALS, AND OBJECTIVES

MISSION

The mission of the Confiscation Detail is to ensure property that is no longer viable or legally required and can't be returned to the owner is disposed of within the guidelines of state statutes and city departmental policies.

GOAL

To ensure evidence and property collected is disposed of in a timely manner to ensure adequate space for any new property.

OBJECTIVES

- I. To dispose of a significantly larger amount of property than which is received on a yearly basis.
- II. To dispose of property in a timely manner by ensuring it is returned to owner, destroyed, converted for City use or auctioned.

(Continued)

Commander
Property & Evidence Unit

Effective Date 6/5/17



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City Manager

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DUTY HOURS AND DRESS

DUTY HOURS

Property Specialists in the Confiscation Detail work eight hours a day, five days a week, with Saturdays and Sundays off. Sworn personnel work ten hours a day, four days a week. Duty hours may be changed at the discretion of the Property and Evidence Unit Commander and in accordance with departmental needs.

Confiscation Detail Duty Hours:

0700-1500 Hours (Monday - Friday)

DRESS OF PERSONNEL

All Property and Evidence Unit Personnel must wear uniforms issued by the Miami Police Department. The normal working uniform for Property and Evidence Unit personnel is a short sleeve navy blue polo shirt with the City of Miami Police Department patch embroidered on the chest and black "BDU" cargo utility trousers. For special events, civilians may wear their "Class A" or "Class B" uniform. Sworn Property and Evidence Unit Personnel may wear the navy Miami Police polo and BDU pants, or their "Class A" or "Class B" uniform. All uniforms must be worn as indicated in the Departmental Orders.

The Property and Evidence Unit personnel dress requirements must be adhered to unless otherwise directed by the Unit Commander.

H. Saund Ans

Commander
Property & Evidence Unit

Effective Date 6/5/17



MIAMI POLICE DEPARTMENT/P.O. BOX 016777 / Miami, Florida 33101 / (305) 603-6100
E-Mail Address: chief@police@miami-police.org



City of Miami



DANIEL J. ALFONSO
City Manager

PROPERTY AND EVIDENCE UNIT: CONFISCATION DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

The Confiscation Detail consists of the following classifications:

- Officer
- Property Specialist I
- Property Specialist II
- Typist Clerk II

I. Police Officer

The Police Officer assigned to the Confiscation Detail works closely with the Property Specialists in the Detail and reports to the Sergeant and Deputy Commander. The Police Officer in the Confiscation Detail assists with carrying out the following duties:

- A. Receiving, verifying, processing, and destroying incoming narcotics, guns, money, valuables and warehouse items such as bicycles
- B. Processing live rounds for training unit
- C. Closing out destroyed items/receipts in computer
- D. Preparing monthly statistics

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Commander
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Property/Evidence Unit: Confiscation Detail Duties & Responsibilities of Members
(Continued)

- A. Preparing weekly statistics
- B. Conducting preparations for "Burns" (make necessary contacts)
- C. Making needed contacts for the benefit of the Confiscation Detail or as directed by superiors
- D. Consolidating and reorganize items on the shelf to be destroyed
- E. Securing "City Use" and "Auction" items
- F. Providing security in the unit/detail
- G. Providing manpower for lifting heavy items
- H. Signing off on paperwork that has been closed out
- I. Making any necessary contact with various entities (such as "Solid Waste", etc.) to obtain equipment needed to help with confiscation detail projects

II. Property Specialist II

The Property Specialist II in the Confiscation Detail reports to the Sergeant and supervises the Property Specialist I's in the detail. All Property Specialists may be called when there is a shift shortage in any of the Counter shifts. The duties of the Property Specialist II in the Confiscation Pound Detail are the following:

- A. Supervises Confiscation Detail
- B. Closes all processed items upon completion in the WinACE computer system
- C. Arranges narcotics and weapons burn dates
- D. Prepares judge memo for approval of destruction of narcotics
- E. Prepares after action reports on narcotics and weapons after completions of "Burn"
- F. Counts currency and prepares money deposit slips with money bag, hand carries processed money to vault for deposit. (To be picked up by Dunbar Armor for direct deposit to Wells Fargo)
- G. Determines and releases suitable items for auction
- H. Releases designated items for City Use
- I. Prepares monthly reports and weekly statistics

III. Property Specialist I

The Property Specialist I in the Confiscation Detail works closely with and reports to the Property Specialist II assigned to the detail. All Property Specialists may be called when

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Property/Evidence Unit: Confiscation Detail Duties & Responsibilities of Members
(Continued)

there is a shift shortage in any of the Counter shifts. The duties of the Property Specialist I in the Confiscation Detail are the following:

- J. Retrieves, processes, and destroys manifested items such as general warehouse, bicycles, narcotics, weapons, currency, valuables, ammunition as well as biohazard and contaminated items
- K. Prepares suitable items for auction
- L. Prepares designated items for City Use
- M. Prepares and transports narcotics to be destroyed at Wheelabrator South Broward along with PSII and Sergeant
- N. Prepares and transports weapons to be destroyed at US Foundry along with PSII and Sergeant
- O. Files and stores closed manifest list reports and receipts
- P. Provides coverage in designated areas within the Unit when a shift is short staffed

IV. Typist Clerk II

The Typist Clerk II in the Confiscation Detail works closely with and reports to the Property Specialist II assigned to the detail. The Typist Clerk II in the Confiscation Detail are the following:

- A. Lists all completed manifest form list reports in the WinACE system
- B. Makes copies
- C. Files paperwork
- D. Organizes closed files and receipts
- E. May perform additional clerical duties as required.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PROPERTY AND EVIDENCE UNIT
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S.O.P. 13-1

SUBJECT: GENERAL MERCHANDISE

PURPOSE: The accurate accounting and disposition of all confiscated general merchandise.

SCOPE: I. Notification

- A. The Warehouse custodian will supply the Confiscation Detail with an Inventory Control Manifest and corresponding property receipts of general merchandise to be confiscated.
- B. The Warehouse custodian will deliver all general merchandise (not stored in the Auto Pound) to be confiscated in the confiscation area. Large and/or flammable items will be stored in Confiscation Area "C" at the Auto Pound.

II. Preparation for Manifest

- A. The Confiscation Detail will ensure that general merchandise

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Property/Evidence Unit S O P # 13 General Merchandise (Continued)

has been properly confiscated for one of the following reasons:

1. Property Receipt signed for confiscation by an officer, or disposition supervisor.
2. Court order.
3. Found on personal property where the owner cannot be contacted, or remains unclaimed for (3) months.
4. Officer signs return to owner, supplies the address, and owner fails to claim property within 15 days after post card is sent.
5. Two (2) years on natural death.

III. Manifests

A. Auction merchandise:

1. Determine if item is suitable for public auction.
2. Stamp item(s) "auction" on receipt
3. Stamp receipt "confiscated" and record auction manifest and item number on general merchandise line. The person making the entry will initial the order stamp.
4. Stamp the receipt "closed" with the date stamp and sign (include PIN number).
5. List item(s) on auction manifest (PD/AD 2/6)
 - a. Item number.
 - b. Receipt number.
 - c. Description of article.
 - d. Serial number.
 - e. Disposition (if other than auction).
6. Remove evidence tape and Property Receipt labels from the item.
7. Box and tag items with plain white Auction Label or Tag. Manifest and item number will be placed on the label or tag.
8. Confiscation supervisor will set pick-up date for auction merchandise with Procurement Management.
9. On pick-up day, one person from the Confiscation Detail and one person from Procurement Management will inventory merchandise with the auction manifest as it is being loaded on the truck. The person from Procurement Management will then sign the original auction manifest.

Property/Evidence Unit S.O.P. # 13 General Merchandise (Continued)

- B. Destroy merchandise and City Issue Equipment:
1. All items unsuitable for public auction and contraband items.
 2. Stamp item(s) "destroy" receipt or inventory card.
 3. Stamp receipt "confiscated" and record destroy manifest and item number on general merchandise line.
 4. Stamp the receipt "closed" with date stamp and sign (include PIN number).
 5. List item(s) on destroy manifest (R.F. 414):
 - a. Item number.
 - b. Receipt of article.
 - c. Description of article.
 - d. Serial number.
 - e. Disposition (if other than destroy).
 6. Cut up, or render item useless, and place in waste disposal system, including the following:
 - a. Credit cards.
 - b. Checks.
 - c. License plates.
 - d. Ingestible (i.e., vitamins, beer, etc.).
 - e. Expired passports.
 7. Those materials, substances, or chemical compounds which may be harmful or hazardous to the environment will be disposed of via either the Hazardous Materials Company, our S.W.A.T. Team or the Bomb Squad.
 8. A new "destroy" manifest will be opened at the beginning of the month and closed at the end of the month.
- C. Return to Owner Items:
1. Stamp item on receipt "Return to Owner" and the person/place item was returned to. Do not list on manifest.
 - a. Items that are set for auction but later are "returned to owner", stamp property receipt "return to owner" and make notation in the auction manifest disposition space.
 - b. Ammunition is not returned to owner. All ammunition will be given to the Range Detail for final disposition.

IV. Items loaned from the Confiscation Detail

Property/Evidence Unit S.O.P. # 13 General Merchandise (Continued)

- A. Any item loaned from the Confiscation Detail is loaned on a "temporary basis" only and must be returned by the requesting Section or person within 72 hours.

V. Discrepancies or Tampering

- A. Notify the Property and Evidence Unit Commander.
- B. Complete the "Discrepancy of General Merchandise" form and submit to the Property and Evidence Unit Commander.
- C. The Property and Evidence Unit Commander, after the initial investigation, shall determine whether to notify Internal Affairs and/or the Section Commander. If, after the initial investigation, apparent tampering is discovered, both I.A. and the Section Commander will be notified by the Property and Evidence Unit Commander.
- D. Attach a copy of the discrepancy form to the Property Receipt.

VII. Filing

- A. The original auction and destroy manifests will be kept by the Confiscation Detail.

City of Miami



DANIEL J. ALFONSO
City Manager

PROPERTY AND EVIDENCE UNIT
STANDARD OPERATING PROCEDURES
CONFISCATION DETAIL

S.O.P. 13-2

SUBJECT: HANDGUNS AND RIFLES

PURPOSE: To establish procedures for the confiscation and/or destruction of handguns and rifles.

- SCOPE:**
- I. Firearms can be cleared for legal disposition once evidentiary value no longer exists and one of the following determinations has been made:
 - A. The firearm is a contraband item (F.S.S. 790.08)
 - B. Court of law has ordered the forfeiture or destruction of the firearm. The M.P.D. is permitted to dispose of domestic-related firearms impounded for safekeeping by injunction, or breech, without a court order.
 - C. Eight months have passed since the weapon was initially found, and no legitimate claim of ownership has been made (F.S.S. 790.08 & 705).

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Property/Evidence Unit S.O.P. # 13 Handguns and Rifles (Continued)

- D. 8 months have passed since the conclusion of criminal proceedings, and no legitimate claim to ownership has been made. (F.S.S. 790.08 (3) & (4).
- E. The owner has been convicted of violating F.S.S. 790.07, or any other law, or ordinance, involving the use or attempted use of the weapon.
 - 1. The Vault Custodian will notify the Confiscation Detail of all guns/rifles that have either been signed off to be confiscated, or are unclaimed for three (3) months.
 - 2. The Vault Custodian will supply the Confiscation Detail with:
 - a. Gun Inventory Control Manifests.
 - b. Property Receipts for the gun/rifles to be confiscated.
 - c. The guns/rifles.
 - 3. The Property Specialist II and a PS-I assigned to the Confiscation Details, will receive, check the manifest(s), and sign for receipt of same. The Vault Custodian will then perform a WinACE secure move of the items from the Vault to Confiscation.

II. Destroying Guns/Rifles

- A. The Confiscation Supervisor will schedule a date with the melting facility. The Confiscation Supervisor will notify Internal Affairs, Motors, Crime Scene Investigation, & SWAT of the date and time for the gun destruction.
- B. The investigator will be given a copy of the manifest(s) to "spot check" guns/rifles when they are being loaded and/or unloaded.
- C. The Confiscation Supervisor, Property Specialist I and Property Specialist II will transport the guns/rifles to the melting facility site escorted by members of I.A., Motors, Crime Scene Investigation, and SWAT.
- D. The Confiscation Supervisor will ensure that all Miami Police personnel as well as any other persons accompanying the detail are wearing proper safety equipment (i.e. hard hat, eye and ear protection, respiratory mask). Then the Confiscation Detail personnel will dump the guns/rifles in the presence of

Property/Evidence Unit S.O.P. # 13 Handguns and Rifles (Continued)

the Internal Affairs witness. The Crime Scene Investigator will record the destruction.

- E. All personnel present will not clear the site until they observe guns/rifles enter the melting chamber.
- F. Upon completion of the destruction of the guns/rifles:
 - 1. The Confiscation Detail Supervisor will date-stamp and sign the manifest(s).
 - 2. The original manifest will remain on file in the Confiscation Detail.
 - 3. A memorandum to the Property/Evidence Unit Commander through channels will be generated by the Confiscation Detail Supervisor.
 - 4. All personnel present, sworn or civilian, mileage to and from the site, number of packages, manifests and items burned will be included.
 - 5. The video of the burn will be impounded into property. The receipt number will be documented in the notes section of each destroyed item.

III. Discrepancies

- A. When a discrepancy is found, the Confiscation supervisor will notify the Property/Evidence Unit Commander with an "Error Form."
- B. The Property/Evidence Unit Commander will decide on any further action.
- C. Attach a copy of the discrepancy form to the Property Receipt.

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City Manager

PROPERTY/EVIDENCE UNIT
STANDARD OPERATING PROCEDURES
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S.O.P. 13-3

SUBJECT: BICYCLES

PURPOSE: Accurate accounting and disposition of confiscated bicycles.

SCOPE: I. Notification

- A. Determine whether bicycles should be auctioned or destroyed.
- B. The Warehouse custodian will include bicycles set for "Confiscation" on the General Merchandise Inventory Control Manifest.
- C. Bicycles will not be brought to the confiscation area. They will be stored separately in the bike pen area at the pound.
 - 1. Stamp Property Receipt "confiscation" with auction manifest and item number on bicycle line, "auction" and "closed". Processor will sign closed stamp.

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Property/Evidence Unit

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Property/Evidence Unit S.O.P. # 13 Bicycle (Continued)

2. List bicycles on the auction manifest R.F. 414 with the following information:
 - a. Item number.
 - b. Property receipt number.
 - c. Description, make, speed, type, size and color.
 - d. Serial number.
 - e. Disposition (if other than auction).

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EMILIO T. GONZALEZ, Ph.D.
City Manager

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S.O.P. 13-4

SUBJECT: CLOSING PROPERTY RECEIPTS

PURPOSE: To outline the procedure for closing Property Receipt folders.

SCOPE: I. FileOnQ Procedures

- A. Open FileOnQ.
- B. With clicker, scan destroy location.
- C. Scan barcode of item(s) to be closed.
- D. Click OK.

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DANIEL J. ALFONSO
City Manager

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S.O.P. 13-5

SUBJECT: ITEMS FOR DEPARTMENTAL USE

PURPOSE: To provide for the assignment of confiscated and forfeited items to units within the Department, and the destruction of guns brought into service and returned as unserviceable.

SCOPE: I. Conversion of Confiscated and Forfeited Items to Departmental Use

A. Request

1. An inter-office memorandum will be directed to the Property and Evidence Unit Commander from the requesting Unit's Section Commander and will contain:
 - a. A request for the assignment.
 - b. A description and quantity of the item(s) required.

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Property/Evidence Unit S.O.P. # 13 Items for Departmental Use (Continued)

- c. A brief justification.
 2. Upon approval by the Property and Evidence Unit Commander, the inter-office memorandum will be forwarded to the Confiscation Detail Supervisor.
- B. Processing
 1. The Confiscation Detail Supervisor will check the availability of the requested confiscated or forfeited item(s).
 2. Confiscated item(s).
 - a. If the item(s) are partially or totally available through confiscation, an Inventory Control Form for these item(s) will be prepared by the Confiscation Detail Supervisor with the Property and Evidence Management Section Commander's signature through channels.
- C. Dispersal of item(s)
 1. The Confiscation Detail Supervisor will assign an M.P.D. inventory control number (whenever possible) upon the return of the Inventory Control Form from the Director of the Department of Purchasing of the City of Miami Procurement Management Department.
 - a. The Confiscation Detail Supervisor will then contact the requesting unit and assign the item(s).
 - b. Upon receiving the item(s), the person from the unit receiving item(s) must sign, date and place his/her I.B.M. number in space provided in form prior to taking item(s) from Confiscation Detail.
 - c. All of the original paperwork related to the unit's request must be kept by the Confiscation Detail Supervisor.
 3. Forfeited item(s)
 - a. Item(s) available through forfeitures will be listed on an Inventory Control Form.
 - b. The Inventory Control Form will be submitted to the Property and Evidence Unit Commander for review and approval.

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City Manager

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STANDARD OPERATING PROCEDURES
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S.O.P. 13-6

SUBJECT: CONFISCATED AUTO TAGS

PURPOSE: To accurately record and destroy all confiscated automobile tags.

SCOPE: I. Confiscation Requirements for Auto Tags:

- A. Automobile tags found and retained for 90 days when owner is unknown.
- B. When an officer indicates on the Property Receipt to confiscate.
- C. When owner has been notified and fails to pick up auto tags after 90 days.

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Property/Evidence Unit S.O.P. # 13 Confiscated Auto Tags (Continued)

- D. When the Property and Evidence Unit is notified by the court to confiscate the auto tag.

II. Destruction Manifest

- A. Prepare a manifest of auto tags recommended for confiscation and destruction.
 - 1. The auto tags will be destroyed by cutting them in half.

III. Destroying Seized Tags

- A. All seized tags will be taken off from the regular destruction Manifest and transferred to a "Seized Tag Manifest."
- B. The seized tags and property receipts will be taken to the DHSMV (closest location is 7795 W. Flagler Suite 82C, 33126.)
- C. The Driver's License Bureau supervisor on duty will sign, stamp and receive all tags.
- D. All receipts will be copied. This copy will be attached to the blue copy of the original receipt, located in the seized tags book on the front counter.
- E. The Confiscation Detail supervisor will then close-out the receipt in the computer.

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EMILIO T. GONZALEZ, Ph.D.
City Manager

PROPERTY AND EVIDENCE UNIT
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S.O.P. 13-7

SUBJECT: NARCOTICS

PURPOSE: To accurately record the destruction of all narcotics and implements.

SCOPE: I. Notification of Items to be Confiscated.

- A. The Vault Custodian will notify the Confiscation Detail of the narcotics that have been manifested for confiscation.
- B. The Vault Custodian will supply the Confiscation Detail with an Inventory Control Manifest(s) of the narcotics to be confiscated and destroyed, along with the corresponding Property Receipts.

II. Preparation of Destruction Manifest(s):

Note: All functions are performed by the Vault Detail except SOP 13-7 D and E.

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Commander
Property/Evidence Unit

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Property/Evidence Unit S O.P. # 13 Narcotics (Continued)

- A. The Vault supervisor will generate the manifest(s) for destruction of narcotics. A copy of the page from the ASA Narcotics Destruction List in which each individual MPD case has been approved for destruction with the folder containing the Property Receipt will be included.
 - B. Vault supervisor will advise the Confiscation supervisor that he/she has narcotics manifested for destruction.
 - C. The Vault supervisor will check each manifested Property Receipt to ensure that narcotics are properly confiscated for one of the following reasons:
 1. Narcotics found with no defendant
 2. Property Receipt signed by the impounding officer or disposition supervisor to confiscate, and having a disposition form from the State Attorney's Office stating that the evidence is no longer needed.
 3. Court Order
 - D. After researching the list, the Secretary of the head of the State Attorney's Office Narcotics Division will contact the Confiscation Detail supervisor for pick-up of researched list giving MPD final disposition and authority for narcotics destruction.
 - E. After list is picked up a copy of the list will be given to the Vault supervisor, who will match the destruction list from the ASA to the cases that can be destroyed.
- III. Preparation of List of Controlled Substances for Destruction
(Pursuant to the State Attorney Office guidelines and in accordance with S. 893.105, Florida Statutes and S. 893.12 1 A.)
Note: Item C is no longer applicable.
- A. Enter the necessary information for each case in the corresponding columns:
 1. Item number (one per Property Receipt) to run sequentially down the page (not item # on Property Receipt).
 2. Property Receipt number
 3. Substances (Type of narcotics, i.e. cocaine, marijuana, heroin).
 4. Weight will be entered at the time that items are individually weighed and packaged.

Property/Evidence Unit S.O.P. # 13 Narcotics (Continued)

5. In the case of money or bales, as part of the items to be destroyed, the word "money" or "bale" will be penciled in the weight column to indicate that alternate processing will take place in these cases.
- B. After receiving authorization for destruction of the evidence from the State Attorney's Office, the final list of controlled substances for destruction pursuant to Administrative Order NO. 82-7 along with a letter from The State Attorney (giving the head ASA of the Narcotics Division authorization to sign the list(s) instead of him/her as is mandated in the Administrative Order No. 82-7). A properly filled-out Motion and Order authorizing the destruction of controlled substances (court order), to the chief Judge named on the Court Order Form, for his/her signature.

IV. Processing Narcotics for Destruction

- A. The Vault supervisor will advise the Confiscation supervisor he/she has narcotics manifested for destruction.
- B. The Confiscation supervisor along with Property Specialist I will verify the manifest, retrieve the manifested narcotics from the Vault Custodian after a FileOnQ secure move is made. They will then transport the narcotics to be processed to the Confiscation area. The sworn officer and the Vault custodian will sign the Inventory Control Manifest(s) of narcotics received.
- C. "Destroyed" will be stamped on the Property Receipt next to each item slated for destruction.
- D. Each Property Receipt will be stamped with a "CONFISCATED" stamp.
- E. The manifest number from the top of the List of Controlled Substances For Destruction will be indicated, along with the item number on the list. The items on the Property Receipt will be in parentheses, next to the list's item number, on the line for narcotics.
- F. Verification of Weighing
 1. Narcotics will be processed by three persons from the Confiscation Detail, one of whom must be a sworn Officer or Property Specialist II.
 2. Civilian Processor Duties:
 - a. Check the Property Receipt for accuracy; ensure that the Property Receipt number matches the Property Receipt number on the package.

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Property/Evidence Unit S.O.P. # 13 Narcotics (Continued)

- b. Ascertain that all stamps needed are present on the Property Receipt.
 - c. Place the item number on the destruction list on each individual package of each individual Property Receipt.
 - d. Verify the weight of the narcotics with the sworn processor.
 - e. Record the weight on the List of Controlled Substances For Destruction in the presence of the sworn officer and PSII.
3. Sworn Processor Duties
- a. Check the Property Receipt for accuracy; ensure the Property Receipt number matches the Property Receipt number on the package.
 - b. Inspect the narcotics package for signs of tampering.
 - c. Check that package is marked with the corresponding number on the burn list.
 - d. Weigh the package and check it against the weight indicated on the Property Receipt.
 - e. Attempt to resolve any weight difference by checking the Property Receipt closely.
 - f. Record the weight of the package under the "pulled and weighed" stamp and sign with name and PIN.
 - g. Place all processed narcotics in a designated and numbered storage box, seal with evidence tape and initial and place PIN over the tape.
 - h. Label the storage box with the manifest number and storage box number (i.e. 87-1, Items 1-250, Box #8).
 - i. Weigh each storage box, and record the weight outside the box.
 - j. Place the sealed box(es) of narcotics in the Narcotic Bin until the Destruction Order is signed by the Judge and a Burn Date is set by the Confiscation supervisor.

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Property/Evidence Unit S.O.P. # 13 Narcotics (Continued)

- k. The Narcotics Held For Destruction form is filed in the Confiscation Detail files.
- l. Bales
 - 1) A Property Receipt containing "bales" will be set aside to be processed on the day of the burn.
 - 2) Bales of marijuana are weighed by at least one sworn Officer and the Vault Custodian on the day of the burn.
- G. Suspected Tampering or Discrepancies in Weight.
 - 1. Notify the Property and Evidence Unit Commander immediately of any and all evidence of tampering or weight discrepancies.
 - 2. Complete the Discrepancy of Narcotics form and submit it to the Property and Evidence Unit Commander if necessary.
 - 3. The Property and Evidence Unit Commander, after an initial investigation, shall determine whether to notify the Section Commander and/or Internal Affairs. If a discrepancy is found to exist after the initial investigation, the Property and Evidence Unit Commander will notify the Section Commander and Internal Affairs within 48 hours after the discrepancy was first noticed.
 - 4. Attach a copy of the Discrepancy Of Narcotics form to the Property Receipt.
- V. Destruction of Narcotics
 - A. If a fee is required for incinerator usage, the Property Manager will submit an Inter-office Memorandum to the Budget Unit requesting approval for the expenditure to conduct a narcotics burn.
 - 1. The memorandum will contain the approximate weight of the items to be burned (including any narcotics implements, materials, etc.) and an estimated cost.
 - 2. Additional items to be burned (narcotics implements, materials, etc.) will be weighed and listed on a separate sheet of paper and attached to the Property and Evidence Unit's copy of the List of Controlled Substances for Destruction.

Property/Evidence Unit S.O.P. # 13 Narcotics (Continued)

- B. The Confiscation supervisor will schedule a date, time and place for burning.
- C. On the morning of the burn, an Internal Affairs investigator will report to the narcotics bin. The investigator will be given a copy of the list of controlled substances for destruction to "spot-check" before destruction.
 - 1. Each box or bale will be removed from the narcotics bin one at a time and weighed in the investigator's presence.
 - 2. The investigator will verify that the weight matches the posted weight on the box.
 - 3. The investigator will verify the manifest number(s) on the box matches the number on the Destruction Order.
 - 4. The investigator may at his/her discretion have the box opened and may remove, at random, packages to check for seals and weight.
 - 5. The investigator will affix a sticker to the box and sign, indicating it is approved for destruction.
- D. The Confiscation supervisor will make arrangements with Motors to provide an escort to the burn facility. S.W.A.T. will also be contacted to stand by while the narcotics are being loaded at the station and to provide an escort to the burn site. Additionally, S.W.A.T. will stand by during incineration. Crime Scene Investigations will be contacted to film the Internal Affairs verification process and burn.
- E. A Property and Evidence Unit commanding officer or an appointee will attend the narcotics burn and verify that all packages are approved for destruction by checking for the I.A. sticker and that the manifest number matches the same number on the destruction list. The Commanding officer will complete the "Commanding Officer's Report of Narcotics Burns".
- F. If a fee is required for incinerator service, the Confiscation supervisor will sign for the incinerator service and get a receipt for the Property and Evidence Unit's file. The Confiscation supervisor will submit a copy of the receipt to the Property Manager.
- G. The Confiscation supervisor will prepare and forward an Inter-office Memorandum to the Property and Evidence Unit Commander through channels with the following information included:

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Property/Evidence Unit S.O.P. # 13 Narcotics (Continued)

1. Date of the burn
2. Number of boxes
3. Name and mileage to and from the burning facility.
4. Names of all personnel who participated in the burn.

VI. Filing of the Court Order for Destruction.

- A. The motion and order authorizing the destruction of controlled substances and the list of controlled substances for destruction will be filed with the clerk of the circuit court.
- B. A certified copy of the court order will be filed in the confiscation detail files and a copy of the list of controlled substances for destruction will be maintained.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PROPERTY AND EVIDENCE UNIT
STANDARD OPERATING PROCEDURES
CONFISCATION DETAIL

S.O.P. 13-8

SUBJECT: MONEY TRANSFERS

PURPOSE: To provide accurate accounting of all confiscated, forfeiture and "Pre-Trial Deposit" monies.

SCOPE: I. Notification

- A. The Vault Custodian will notify the Confiscation Detail of confiscated and forfeited monies ready to be processed. The Vault Custodian will supply the Confiscation Detail with an inventory control manifest(s) of money to be processed, along with corresponding property receipts.
- B. The Legal Unit will notify the Confiscation Detail by Inter-Office memorandum of "Pre-Trial Deposit" monies ready to be processed.
- C. The Confiscation Detail will notify the Property and Evidence Management Section Accountant of confiscated and forfeited money ready to be verified.

(Continued)

H. Sandra Arde

Commander
Property/Evidence Unit

Effective Date 8/10/18



2

Property/Evidence Unit S.O.P # 13 Money Transfers (Continued)

II. Retrieval

- A. A sworn officer, and the Confiscation Detail processors along with the Vault Custodian, will transport the money to be processed to the confiscation area. After verification a secure move will be initiated in the FileOnQ system to change the location and disposition of the money.
- B. Inventory Control Manifests will be separated by the Vault Custodian into one of the following categories:
 - 1. Confiscated money
 - 2. Forfeiture money

III. Processing Confiscated Money

- A. Confiscated money is money being held as evidence, but no longer needed as evidence, and signed by an officer for confiscation.
- B. Confiscated money will be processed by **four** members of the Confiscation Detail, one being a sworn officer.
- C. Initial Processor (sworn or civilian) duties:
 - a. Observe/Assist the actions of the Processors.
- D. Review the Money Manifest as the count is in progress to ensure that the amount being counted from the envelope matches the amount recorded on the manifest.
 - c. Inspect the envelopes to ensure that they are emptied of all contents before being placed in a trash container.
 - d. Escort the Second Processor, with the moneybag, to the vault and witness the deposit into the vault and receive a receipt.
- E. Initial Processor (sworn or civilian) duties:
 - 1. Check the Property Receipt for accuracy. Ensure that the Property Receipt number matches the money envelope.
 - 2. Stamp the Property Receipt "confiscated", "City Use", and "closed". Indicate the Finance Ticket number on the Finance line.
 - 3. Verify the money count when the Finance Ticket is completed.

Property/Evidence Unit S.O.P. # 13 Money Transfers (Continued)

F. Second Processor (sworn or P.S.II) duties:

1. Check the Property Receipt for accuracy. Ensure that the Property Receipt number matches the money envelope and Inventory Control Manifest.
2. Open the envelope, count the contents and verify with the amount listed on the Property Receipt.
3. Record the amount and the Property Receipt number on the Finance Ticket.
4. Tear the side of the envelope, exposing the interior.
 - a. Show the envelope to the Monitor, who will verify that the envelope has been emptied of all the contents before the envelope is discarded.
5. Upon completion of the Finance Ticket, total the amount listed on the Finance Ticket.
 - a. Verify that total matches the total on the Inventory Control Manifest sheet.
 - b. Write the finance ticket number on the Inventory Control Manifest sheet.
 - c. Write the Inventory Control Manifest number on the corresponding finance ticket.
6. Return the money tray to the initial Processor for verification of the money count.
7. Sign and date the Finance Ticket. Indicate the total count in the space provided.
8. Package the money together with the white and green copy of the Finance Ticket. Retain the pink copy of the Finance Ticket for records (the green copy will be returned by the City Finance Unit at a later date).
9. When all Inventory Control Manifests are completed, the accountant will be notified for verification, if the accountant is not available the money will be temporarily stored in the Confiscation Detail safe. After verification is completed by the accountant, a secure move is made in the FileOnQ system to the Vault Detail for deposit in the Vault.
10. Record the money bag numbers on the back of the pink copy of the Finance Ticket and have the Vault Specialist initial, thus indicating receipt.
11. The Property Receipt and Finance Ticket will be given to the Accountant for review.

Property/Evidence Unit S.O.P. # 13 Money Transfers (Continued)

IV. Processing Forfeiture Money

- A. Forfeiture money is money that is awarded to the City by the court under the provision of the Florida Contraband Forfeiture Act for deposit into the Law Enforcement Trust Fund.
- B. Forfeiture money is processed in the same manner as confiscated money (III).
 - 1. A copy of the court order, the Property Receipt, and the Finance Ticket will be sent to the Budget Unit.
 - 2. A court order or a stipulated agreement must be attached to the Property Receipt.

V. Packaging Money for Deposit

- A. Money to be deposited should be packaged in accordance with SOP 16, Accounting Detail.

VI. Discrepancies

- A. If a discrepancy is noted, notify the Property/Evidence Unit Commander with an Overage/Shortage of Funds in Count Form.
- B. The Property/Evidence Unit Commander will decide on any further actions. If it is determined that Internal Affairs will be notified, the notice must be given within 48 hours (excluding holidays) of discovering the discrepancy.
- C. Attach a copy of the Overage/Shortage of Funds in Count Form to the Property Receipt.

VII. Filing

- A. The yellow Finance Ticket is filed in Confiscation (by consecutive order in the binder.)
- B. The pink Finance Ticket is given to the Property Accountant.
- C. A copy of the Inventory Control Manifest is retained by Confiscation.
- D. The Inventory Control Manifest and Property Receipt are given to the Property and Evidence Management Section Accountant after it has been reviewed by the Confiscation Supervisor.

VIII. Mutilated Money

Property/Evidence Unit S.O.P. # 13 Money Transfers (Continued)

- A. Forward currency to the Department of Treasury Bureau of Engraving and Printing O.C.S Room 344 BEPA 14th and C Street S.W. Washington D.C. 20228. A signed for receipt card is required.
 - B. When the currency is mailed, include the following:
Copy of the Property Receipt indicating the money received an estimated value of the currency an explanation of how the currency became mutilated, advise them to forward the check to the **City of Miami Police Department, Attention Property/Evidence Unit: Counter Detail.**
 - C. When the check is received, the Confiscation Detail will deposit this check under the Property Receipt Number like a regular deposit, Budget has ordered the appropriate stamp City of Miami with the current deposit slip to stamp the back of the check for deposit only.
- IX. Foreign Currency
- A. Forward Foreign Currency to FedEx signed receipt to:
Wells Fargo, N.A.
P.A. International/Foreign Collections
1- South Broad Street
Philadelphia PA 19107
 - B. When the check is received, the Confiscation Detail will deposit this check under the Property Receipt like a regular deposit.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES CONFISCATION DETAIL

S.O.P. 13-9

SUBJECT: VALUABLES

PURPOSE: To provide for the accounting and disposition of all confiscated and forfeited valuables.

SCOPE: I. Notification

A. The Vault Custodian will notify the Confiscation Detail of all valuables ready to be processed.

B. The Vault Custodian will supply the Confiscation Detail with an Inventory Control Manifest of the valuables to be confiscated, along with the corresponding property receipts.

II. Preparation of the Valuables Auction Manifest.

A. The Confiscation Detail will prepare a Valuables Auction Manifest (PD/AD 216) from the Valuables Inventory Control Manifest(s) and property receipts.

(Continued)

Commander
Property/Evidence Unit

Effective Date 8/15/19



2

Property/Evidence Unit S.O.P. # 13 Valuables (Continued)

1. Ensure valuables are properly confiscated for one of the following reasons:
 - a. Property receipt signed (for confiscation) by an officer
 - b. Court order.
 - c. Found or personal property where the owner cannot be contacted or is unclaimed for three (3) months.
 - d. Officer signs "return to owner" and owner fails to claim property within twenty (20) days after a letter is sent.
 - e. Two (2) years on natural death.

B. Retrieval

1. A member of the Confiscation Detail, sworn/supervisor along with the vault member will transport the valuables manifested to confiscation after performing a FileOnQ secured move. The vault member will also sign the control list.

III Manifesting Valuables

A. Procedure and Duties:

1. Check Property Receipt for accuracy and ensure receipt number matches manifest and envelope number.
2. Open envelope and compare contents with articles listed on Property Receipt.
3. Valuables will be recorded on an auction manifest including:
 - a. item number.
 - b. Receipt number.
 - c. Quantity and description of article.
4. The contents of each receipt will be packaged in a clear plastic bag with the item number on the bag.
5. If the Property is received with a biohazard sticker and has no monetary value the item will be destroyed. If the property has value the item will be reviewed for appropriate processing.
6. Valuables will then be packaged in a large box, sealed with evidence tape (processor will initial over tape) and tag box with manifest and item number(s).
7. The packaged valuables will be stored in the Confiscation Detail's safe.

Property/Evidence Unit S.O.P. # 13 Valuables (Continued)

8. The dates on the bottom of the manifest will indicate the date the first item was recorded until the date when the box was delivered to the Procurement Management Office.
9. The Confiscation Supervisor will review all property receipts of valuables and corresponding auction manifest(s). He/She will then sign the Inventory Control Manifest.

IV. Transportation

- A. Valuables will be transported to Procurement Management by one sworn officers, and one civilian.
- B. The transporting staff will deliver the valuables to the Procurement Management Agent who, after inventory, will sign and date the original auction manifest.

V. Discrepancies

- A. Notify Property and Evidence Unit Commander with "Confiscated Valuables Discrepancy" Form.
- B. The Property and Evidence Unit Commander will decide on any further actions. If it is determined that Internal Affairs will be notified, the notice must be given within 48 hours (excluding holidays) of discovering the discrepancy.
- C. Attach copy of discrepancy form to property receipt.

VI. Filing

- A. A copy of the Auction Manifest will be given to the Procurement Management Agent.
- B. The Confiscation Detail will retain the original Auction Manifest and a copy of the Inventory Control Manifest.

City of Miami



DANIEL J. ALFONSO
City Manager

PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES CONFISCATION DETAIL

S.O.P. 13-10

SUBJECT: DONATION OF UNCLAIMED FOUND PROPERTY OR EVIDENCE

PURPOSE: To provide charitable organizations seeking donations with such items as televisions, video players, etc. The items are either found property or evidence that has not been claimed. As such, they are surplus supplies and are not needed by the Department.

SCOPE: I. Conversion of confiscated and unclaimed evidence for donations

A. Request

1. A letter of request must be directed to the Property and Evidence Management Section Commander from the requesting organization with a brief justification for the items required.
 - a. The total value of the surplus supplies can not exceed \$500.00 per request.

(Continued)

Commander
Property/Evidence Unit

Effective Date 6/5/17



2

Property/Evidence Unit S.O.P. # 13 Donation of Unclaimed Found Property or Evidence
(Continued)

- a. Upon approval by the Property and Evidence Management Section Commander, the letter from the requesting organization will be forwarded to the Chief of Police for his approval for the donation. After approval, the request will be returned to Property and Evidence Unit for processing.

- c. The Confiscation Detail supervisor will ensure that a Release, Hold Harmless and Indemnification form is signed by the requesting organization and notarized.

City of Miami



EMILIO GONZALEZ Ph.D.
City Manager

PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES CONFISCATION DETAIL

S.O.P. 13-11

SUBJECT: Destruction of Weapons, Flashbangs, and Incendiary Devices from Other Departmental Units or Details

PURPOSE: To outline the procedures for units or details requesting the Property and Evidence Unit's assistance in the destruction of weapons, flashbangs, or incendiary devices.

SCOPE:

- I. The Property and Evidence Unit is responsible for the destruction of items that are stored within the confines of the Unit. The Property and Evidence Unit will only assist other units or details with the destruction of weapons, flashbangs or incendiary devices if the following requirements are met.

A. Requirements

1. An information report must be completed.
2. A copy of the red-line memorandum from the Unit or Detail's chain of command authorizing the destruction must be submitted.

Commander
Property/Evidence Unit

Effective Date 8/26/19



2

Property/Evidence Unit S.O.P. # 13 Destruction of Weapons from other Units (Continued)

3. The items must be submitted to the Property and Evidence Unit through its intake process.
 4. All firearms must be submitted with an FCIC/NCIC report in addition to the information report.
 5. All weapons, flashbangs or incendiary devices must be itemized on the information report (including serial numbers).
 6. A copy of the incident report, red-line memorandum authorizing the destruction, and FCIC/NCIC report will be uploaded to the EvidenceOnQ inventory management system and attached to the receipt number of the corresponding item(s) submitted.
(Property Specialists will perform this task.)
- B. The Property and Evidence Unit will not accept any equipment other than the previously listed items. All other equipment such as ballistic shields, helmets, uniforms etc. must be submitted to the Quartermaster Detail for destruction.
- C. **Under no circumstances will the Property and Evidence Unit conduct a joint destruction detail (burn) with another unit or detail. The unit or detail's personnel must coordinate its own burn on a separate date.**
- D. There will be **NO EXCEPTIONS** to this procedure.